

## **Guidelines for Requesting Journal Codes**

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### Use of Generic Journal Codes:

1. If, at the time of submitting an ARS-115, the actual name of the publication has not been determined or is not known, use the appropriate generic journal code as listed below. Describe the publication in the remarks section of the ARS-115.
2. When a publication of some type results, and the actual name of the publication is known, request the specific journal code, and add it at the same time you add the acceptance date to the ARS-115.
3. The generic journal codes are confidentiality “No.” **When the SY, organization, or publisher requires confidentiality until published and a generic code is used**, check the “Hold from Tektran until Published” box. When you add the publication date and citation, remove the check.

### Currently Available Generic Journal Codes:

1. Book Chapter 03708
2. Meeting Abstract 04466
3. Electronic Publication 06844
4. Agricultural Experiment Station Publication 08969
5. Extension Publication 00868
6. Extension Reports 00869
7. Invention Report 05684
8. Government Publication/Report 90148
9. Trade Journal Publication 90147
10. Review Article 90146
11. Popular Publication 90145
12. Laboratory Publication 01630
13. ARS Publication 00050

### Information to be provided when Requesting Journal Codes:

1. Name of Publication (do not abbreviate)
2. Publication Type (Journal, Book chapter, etc.)
3. Confidentiality Status Yes or No
4. Publisher, when known (helps distinguish between similar journals, titles, etc.)

Journal Codes for Recurring Meetings, Conferences, Symposiums, etc.

1. To avoid adding journal codes every year for recurring meetings, symposiums, conferences, etc. the dates of meetings are included in the title, i.e. 2004 Forage Society Meeting Proceedings will be “Forage Society Meeting Proceedings” and “7<sup>th</sup> International Congress of Plant Pathologists” will be “International Congress of Plant Pathologists.” The meeting dates, number, etc. can be identified in the Remarks section of the ARS-115.